



# **Precinct Election Officers Quick Reference Guide**

## **2011 Primary Election**

**Prepared by the  
State Board of Elections**

**May 2011**



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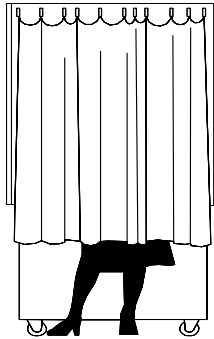
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## RESPONSIBILITIES AND AUTHORITY OF ALL PRECINCT ELECTION OFFICERS

1. Open the polling place for voting at **6 AM**. Please arrive at the precinct at least by 5:30 AM to give yourself enough time to prepare the polling place before 6 AM.
2. Set up **all** voting equipment, including the accessible voting machine.
3. Assist in the opening, examination, and closing of the voting machines.
4. Make certain voting equipment is set up to maintain a voter's privacy.
5. Ensure that Election Day posters and notices are posted. (See page 11).
6. Make certain that only registered voters enter the voting machine to cast a ballot.
7. Throughout the day, compare the ballot face of the machine with the sample ballot to be sure that there have been no alterations on the ballot face. **For counties using paper ballots, ensure you are providing the correct ballot to each voter.**
8. If a problem should arise with a voting machine, ***immediately*** contact your county clerk for instructions.
9. Ensure that the election laws are obeyed and that any potential violation is reported to the Precinct Sheriff for entry on the **Precinct Sheriff's Post-Election Report (SBE 53)**. (See page 50).
10. All voters must produce a form of identification or be a personal acquaintance of the Precinct Election Officer (see page 15) and sign the **Precinct Signature Roster or Supplemental Signature Roster (SBE 25)** before casting a ballot.
11. Completely fill in the oval in the "**ID Type**" column on the roster and have the officer verifying the identity of the voter to sign his or her initials in the "**Clerk Initials**" column of the **Precinct Signature Roster** and the **Supplemental Signature Roster**. **DO NOT write in any other areas on the Precinct Signature Roster.** (See page 12).
12. If a voter's name **does not** appear on the **Precinct Signature Roster**, verify that the voter is in the correct precinct by reviewing the voter's address with maps/information provided by the County Clerk.
13. You must confirm the eligibility of a voter whose name is **not** on the Precinct Signature Roster or the Supplemental Signature Roster, but claims to be in the correct precinct, by:
  - ☒ Contacting your County Clerk
  - OR**
  - ☒ Contacting the toll free State Board of Elections' Voter Verification System (See page 37. The actual chart will be provided in your election day supplies).

14. If you can confirm the voter's eligibility whose name is not on the roster, the voter must sign the **Oath of Voter (SBE 32)**, a new **voter registration card**, and the **Supplemental Precinct Signature Roster** before casting a ballot on the voting machine. (See page 16-18).
15. Any Precinct Election Officer may complete and sign the bottom portion of the **Oath of Voter (SBE 32)** when it is used. *Make sure you completely fill out the reason for requiring the oath on the "Reason for Requiring Oath" portion of the form.* (See page 17).
16. If the voter's eligibility **CANNOT** be confirmed, the voter **CANNOT** vote at the precinct on the voting machine. The voter may request a hearing before the County Board of Elections to determine eligibility. (See page 16).
17. Instruct voter, when requested, how to operate the voting machine:
  - a. **DO NOT** enter the voting machine privacy area after the voter has entered this area.
  - b. **DO NOT** make any comments that might be considered in favor of any party, candidate, or public question.
  - c. **DO NOT** hover in the voting privacy area after providing instructions to the voter.
  - d. **DO NOT** attempt to view the voter's selections as he or she votes.
18. Any Precinct Election Officer may complete and sign the bottom portion of the **Voter Assistance Form (SBE 31)** when it is used.
19. **IF** voters are waiting in line to use a voting machine, no voter shall have more than two minutes in which to vote except that voters with disabilities may have extra time to cast a ballot on any voting machine of their choice.
20. Any voter may vote on the accessible voting machine regardless of the voter's ability or disability.
21. Sign return sheets and post election results at the polling place at the end of the day.
22. At the close of the polls, total the number of voters who signed the **Precinct Signature Roster** and write the sum on the summary page of your **Precinct Signature Roster**. (See page 44.)
23. Complete the **Ballot Accountability Statement** if using paper ballots. (See page 7 and 47).
24. Properly fill out all required forms including **Precinct Signature Rosters, USE INK PENS ONLY. \*\* (DO NOT use markers or pencil.) \*\***
25. Duties for the additional Precinct Election Officers will be assigned by the County Board of Elections.
26. Your County Board of Elections will provide detailed training on how to set-up, use, and close the voting machines for your precinct.

Check when Complete	<b>SPECIAL DUTIES OF PRECINCT CLERK</b>
	Pick up all election supplies for the precinct and deliver supplies to precinct.
	Examine the voting machine and compare the ballot face of the machine with the Sample Ballot prior to opening the polling place or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the County Clerk.
	Check to ensure that you have the correct precinct roster for your precinct.
	If using paper ballots, check to make sure you have received the correct number of ballots for each political party and non-partisan ballot for your precinct.
	Before a voter signs the <b>Precinct Signature Roster</b> or <b>Supplemental Precinct Roster</b> , be sure to confirm a voter's identity.
	<p>Verify the identification of each voter by one of the following methods: (See page 15).</p> <ul style="list-style-type: none"> <li>❖ Personal acquaintance with an election officer</li> <li>❖ Driver's license (does not have to be a Kentucky issued driver's license)</li> <li>❖ Any identification card with picture and signature of voter ("Other ID")</li> <li>❖ Social Security card; or</li> <li>❖ Credit card</li> </ul>
	Request the <b>current address</b> of the voter to determine if the voter remains qualified to vote in the precinct before allowing the voter to sign the <b>Precinct Signature Roster</b> or <b>Supplemental Signature Roster</b> and vote.
	<b>DO NOT</b> turn voters away who are not on the <b>Precinct Signature Roster</b> or <b>Supplemental Signature Roster</b> without first contacting the County Clerk's office or contacting the toll free State Board of Elections' Voter Verification System (See page 37) to determine the voter's eligibility. These voters may be eligible to vote.
	Completely fill in the oval in the " <b>ID Type</b> " column on the roster and have the officer verifying the identity of the voter to sign his or her initials in the " <b>Clerk Initials</b> " column of the <b>Precinct Signature Roster</b> or <b>Supplemental Signature Roster</b> . Do not write in any other areas of the Precinct Signature Rosters. (See Page 12).
	Attest the signature of any person who assists a voter on the <b>Voter Assistance Form (SBE 31)</b> . (See Page 21 and 39).
	Verify that the voter signed the Precinct Signature Roster on the correct line. If the voter <b>does not</b> sign on the correct line, note the error on the Precinct Sheriff's report (SBE 53).
	At the close of the polls, total the number of voters who signed the <b>Precinct Signature Roster</b> and who were stamped as voting <b>Absentee</b> and write the sum on the summary page of your <b>Precinct Signature Roster</b> . (See page 44.)
	Inform the <b>Precinct Sheriff</b> of any election law violations, potential election law violations, irregularities and suggestions for improvement or other comments.
	If using paper ballots, complete the <b>Ballot Accountability Statement</b> . (See page 7 and 47 for an example).



Check when complete	<b>SPECIAL DUTIES OF PRECINCT JUDGES</b>
	Examine the voting machine and compare the ballot face of the machine with the Sample Ballot prior to opening the polling place for voting or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the County Clerk.
	<p>Sign the <b>Voter Assistance Form (SBE 31)</b> and render assistance to any voter who meets the legal requirements for assistance in operating the voting machine if the voter does not bring someone to assist him or her or does not pick someone inside the polling place. (See page 20-21 for <b>details</b> on <i>when</i> the precinct judges may offer assistance.) Voters must meet one of the following conditions (rendering him unable to vote without assistance) in order to be legally eligible to receive voting assistance:</p> <ul style="list-style-type: none"> <li>☞ Inability to read English;</li> <li>☞ Physical disability; OR</li> <li>☞ Blindness</li> </ul>
	Set the voting machine for the correct ballot before each person votes or ensure the voter has received the correct paper ballot.
	Seal the voting machine after the polls have closed.
	Return all election supplies and results of the election to the County Board of Elections.
	Regularly check the voting machine screens to make sure they are clean and without stray marks left by voters.
	If using paper ballots, complete the <b>Ballot Accountability Statement</b> . (See page 7 and 47 for an example).
	Sign the <b>Voting Machine Verification Sheet</b> for each voting machine in your precinct.

Check when Complete	<b>SPECIAL DUTIES OF PRECINCT SHERIFF</b>
	Compare the ballot face of the machine with the Sample Ballot prior to opening the polling place for voting or check to ensure the correct paper ballots have been sent to your precinct. Immediately report any discrepancies to the County Clerk.
	Display the American flag at the entrance to polling place and install temporary accessibility devices, when instructed by the County Clerk. This includes installing handicap parking signs, parking cones for creating the accessible parking spaces, door knob adapters, ramps, etc.
	Maintain order at the polling place. No one, other than challengers (see page 30), is permitted to have paper, telephone, cell phones, computers or other technology systems in the voting room for the purpose of creating check-off lists or to record the identity of any voter. (This does not mean voters cannot have these items in their possession).
	Ensure only those persons allowed by law to be in the voting room are granted access. (See page 29).
	If media appear, immediately contact the County Clerk. Members of the news media are allowed in the voting room for the limited purpose of filming the voting process. The media <b>MAY NOT</b> film the identity of the voters, conduct interviews with voters inside the voting room, or disrupt the voting process. (See Page 29).
	Report any potential election law offenses to the County Clerk, County Sheriff, or the State Police. No person is permitted to do any electioneering within 300 feet of the entrance to the polling place. (See page 30).
	Note <b>ALL</b> election law violations, potential election law violations, irregularities, and suggestions for improvement or other comments on the <b>Precinct Sheriff's Post-Election Report (SBE 53)</b> .
	<p><b>Promptly at 6 PM</b>, station yourself at the end of the line of persons waiting to vote.</p> <ul style="list-style-type: none"> <li>➤ All voters in line by <b>6 PM</b> <b><u>must be allowed</u></b> to vote regardless of how long it takes.</li> <li>➤ No person who joins the line after you shall be allowed to vote.</li> <li>➤ If your precinct is sharing a voting location, each precinct <b>MUST CLOSE</b> at the same time unless there is a line in the precinct. (Synchronize all clocks to send the precinct sheriffs to the end of the line or close polls at 6PM.)</li> </ul>
	Place the <b>Precinct Sheriff's Post-Election Report (SBE 53)</b> in the <b>Precinct Sheriff's Report Envelope (SBE 53A)</b> and include with election supplies on election night. A supplement to this report may be filed with the County Clerk within 3 days of the election.
	If using paper ballots, complete the <b>Ballot Accountability Statement</b> . (See Page 7 and 47 for a an example).

# BALLOT AND VOTING MACHINE FORMS

## **Ballot Accountability Statement (See page 47 for a sample)**

(Only applies to counties using paper ballots in the precinct.)

**Primary:** An accounting of the total number ballots for each party primary and nonpartisan race submitted to the precinct.

### **Contains:**

- ✓ An oath for the County Clerk to sign attesting to the accuracy of the information provided on the statement;
- ✓ An accounting of the total number of ballots used, unused, and spoiled on election day to be completed by the precinct election clerk and signed by all four (4) Precinct Election Officers;
- ✓ An accounting of the total number of ballots returned to the county clerk at the end of the election day to be completed by the precinct election clerk;
- ✓ A section that allows for the precinct election clerk to explain any discrepancies; and
- ✓ An oath for all four of the Precinct Election Officers to sign attesting to the accuracy of the information provided on the statement.

**Ensure that all four Precinct Election Officers sign this document.**

## **Verification Sheet (See page 48 for a sample)**

(Applies to all counties)

**One form per voting machine:**

### **Contains:**

- ✓ The assigned precinct name and number, if applicable ;
- ✓ The serial numbers of the voting system components;
- ✓ The seal numbers;
- ✓ Counter number at the beginning of the election, if applicable;
- ✓ Counter number at the end of the election, if applicable;
- ✓ Signature line for the program administrator who sealed the voting system after the accuracy test; and
- ✓ Signature lines for the two precinct election judges to sign on the election day.

**Ensure that the two precinct election judges sign this document.**





# ELECTION SECURITY PLAN

Election Day security is largely in your hands. Your duty will be to follow the security plan in place in your county. Your County Board of Elections must train you on your county's procedures to ensure security of the voting equipment and election materials. Below are procedures to follow in every county to ensure security:

## MACHINE DELIVERY

The County Clerk must deliver the machines and all voting supplies to the precincts **at least one hour** before the polls open. The county clerk should designate a secure location within the precinct for the storage of these items until your arrival. Make sure you know where to find your election materials if you do not already have them.

## MACHINE PLACEMENT

After you have inspected all equipment and supplies and made sure the equipment and supplies are ready for use, then set-up of each polling place may begin. When you set up your precinct, the following should be guaranteed:

- ✓ Voters should not be able to access the voting devices' power control, counter controls, and results storage media.
- ✓ Each voting device's exterior should be in plain view of the Precinct Election Officers and voters in line at all times, with voting secrecy for each voter ensured.
- ✓ You should maintain control of all administrator and ballot activation devices.
- ✓ You should verify date, time, and precinct on the voting devices.

**\*\*Make sure that the precinct, as well as the accessible voting machine, remain accessible to all voters with disabilities.**

## PAPER BALLOTS AT THE PRECINCT

If your county uses paper ballots, as instructed by your County Clerk during training, you should count and verify the number of ballots you have received on the proper forms.

***Ensure that you secure all paper ballots throughout the day. Do not leave a stack of ballots unattended at any time during the day or allow voters access to the paper ballots unless voting a ballot.***

## POLLING LOCATION AND PROCESS SECURITY

You should secure the area around the voting devices at all times.

Only Precinct Election Officers and other legally authorized personnel and registered voters waiting to vote should be allowed in this area. Each Precinct Election Officer should have a

clearly defined role so voters are able to identify the Precinct Election Officers and their particular responsibilities.

- The precinct judges should maintain control of the ballot activation device and, if issued to the voter, only issue the device when a voting machine is available for the voter's use.
- Precinct Election Officers should be vigilant to make sure the voting devices have not been tampered with or damaged.

You should occasionally compare the following:

- The number of votes recorded on the voting device  
    versus
- The number of signatures in the precinct and supplemental signature rosters.

**\*\*If these numbers do not match, the Precinct Election Officers should immediately contact the County Clerk.\*\***

You can avoid some important security concerns if you do the following:

- ✓ Arrange the voting machines or privacy booths so that the flow of traffic is not passing behind the voters as they are casting their ballots.
- ✓ Manage the flow of voters within the polling area so that lines are minimal and occur at the registration table and not at the machine.
- ✓ Do not let voters sign the Precinct or Supplemental Signature Rosters until a voting device is ready. Do not let a line develop at the voting device. – Keep the line at the registration table.
- ✓ Wear identification tags so that the voters will recognize you as being a Precinct Election Officer at the polling location.
- ✓ Call the County Clerk immediately when a problem occurs.

# SECURITY FOR ELECTION DAY CLOSING

## WHEN TO CLOSE, RECORDING THE RESULTS, AND SECURING THE EQUIPMENT AFTER CLOSING

**After all voters, who were in line by 6:00 p.m., have cast their ballots, it is time for the Precinct Election Officers to close the voting devices and tabulate the votes.**

**Reminder:** Any candidate or slate of candidates, or their representatives, as well as members of the news media authorized by the county board, may be present and witness the count.

When closing the polls, you should follow the process below:

- ✓ You should validate the number of voter activation devices and secure them in a transport case for return to the local election office.
- ✓ The voting devices should be secured by using the numbered closing seals.
- ✓ You should complete and sign the proper paperwork to be returned to the clerk, County Board of Elections, and grand jury.
- ✓ The public and protective counter numbers should be recorded on the return envelopes along with device serial number and seal numbers on the Verification Sheets. (See Page 7).
- ✓ The print out totals for each voting device used should be recorded on the proper paperwork, posted at the precinct, and then returned to the County Clerk and County Board of Elections.
- ✓ The precinct judges should return the devices and materials to the County Clerk and County Board of Elections, being certain to properly seal all before transport begins. **DO NOT** put these materials inside the voting machine. This machine is to be locked for 30 days after the election and can only be opened by court order.
- ✓ The clerk should verify receipt of all devices as well as confirm that all are sealed properly.

At the end of the day, the Precinct Election Officers should compare the following numbers:

- The number of votes processed  
versus
- The number of votes recorded on the voting device  
versus
- The number of signatures in the Precinct and Supplement Signature Rosters.

**NOTE: After the equipment is sealed after the election, the Precinct Election Officers should secure the voting equipment in the location in which it was left prior to the election. The County Clerk should ensure that the voting equipment is immediately retrieved from the precincts.**

## ELECTION DAY POSTERS AND NOTICES REQUIRED TO BE POSTED AT PRECINCT

It is the duty of ALL Precinct Election Officers to make sure these posters and notices are posted in a visible area inside the polling place by 6 AM on Election Day.

Check when posted	Form #	Poster or Notice Title
	SBE 52	Vote buying & selling are illegal
	SBE 52B	Clerical error
	SBE 52C	Voter Rights & Responsibilities
	SBE 52D	Prohibition Against Check-off Lists in the Precincts
	n/a	Sample ballot
	n/a	Instructions on voting machines
	n/a	Candidate withdrawal notices, if necessary
	n/a	Voting machine identified by precinct (when 2 or more are sharing a facility)



# PRECINCT & SUPPLEMENTAL SIGNATURE ROSTERS

Precinct and Supplemental Signature Rosters serve as a paper record that an individual voter voted in an election. The rosters are also used to give the individual voter credit for voting in a particular Primary or General Election in the voter registration system. By following the procedures listed below, the voter will be given credit for voting in the voter registration system. **["Voter Credit" means the record of the voter's attendance at the election and does not mean the ballot cast by the voter.]**

- ✓ **USE INK PENS ONLY.** \*\*\**No Pencils or Highlighters*\*\*\*
- ✓ **DO NOT** attach tabs to the roster pages because they will tear the roster when removed for scanning.
- ✓ **DO NOT** use paper clips, staples, and loose pieces of paper, post-it notes, or any other type of note on the roster pages.
- ✓ **DO NOT** use correction fluid (like "white out") to correct any line in which someone signed in the wrong area. (*note any such errors on a separate sheet of paper that you include with the rosters.*)
- ✓ **DO NOT** place a check mark or put an X mark through the ID type. (See page 15). You will need to completely fill in that oval for the voter to receive proper credit.

ID Type						Clerk
FILL in ONE box ONLY						Init.
PA ○	DL ●	OI ○	SS ○	CC ○	JS	
CORRECT →						
PA ○	DL ○	OI ○	SS ○	CC ○	JS	
Incorrect →						
PA ○	DL ○	OI ○	SS ○	CC ○	JS	
Incorrect →						

- ✓ **DO NOT** mark a line through the voter's name if the person is deceased or moved out of the county. (*Note any such voters for the County Clerk's review on a separate sheet of paper that you include with the rosters.*)
- ✓ If a person signed an Oath of Voter form (SBE 32), but did not sign the Supplemental Signature Roster, you will need to record the voter's name and social security number on a separate note for the County Clerk's office so that the person can receive voter credit.
- ✓ At the close of the polls, total the number of voters who signed the **Precinct Signature Roster** or were stamped as voting Absentee and write the sum on the summary page of your **Precinct Signature Roster**. (See page 44).

# PRIMARY ELECTION PRECINCT SIGNATURE ROSTERS

In the Primary Election the Precinct Signature Rosters will be separated into three different categories: "Republican," "Democrat-," and "Other."

## Non-partisan Voters

- ★ A voter who changed her political party affiliation after the December 31<sup>st</sup> deadline will have "Non-partisan" printed in the voter's signature section on Republican and Democrat Precinct Signature Rosters. This voter changed her party after the December 31<sup>st</sup> deadline and is only eligible to vote in Non-partisan races. (See example below).

County: 003 ANDERSON  
Precinct: A101 EAST LAWRENCEBURG

Precinct Roster  
Commonwealth of Kentucky - State Board of Elections

Page: 64  
Date: 05/28/2002

PRIMARY ELECTION

Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cong			Hs			Sen			ID Type				Clerk
						Town	Other												
RATLIFF, LINDY LOUISE 1356 VERSAILLES RD	08/22/1978	F		REP		X	6	055	07	PA	DL	OI	SS	CC					
REDDEN, SHANNON ERIC 112 1/2 A S MAIN STREE	08/03/1972	M		REP		X	6	055	07	PA	DL	OI	SS	CC					
RICE, TABATHA JUNE 306 E COURT ST	07/18/1983	F		REP		X	6	055	07	PA	DL	OI	SS	CC					
RICHARDSON, BONNIE L. 242 E COURT ST	04/08/1963	F		REP	NONPARTISAN	X	6	055	07	PA	DL	OI	SS	CC					
RICHARDSON, DAVID WAYNE 1141 WILDCAT RD	08/28/1973	M		REP		X	6	055	07	PA	DL	OI	SS	CC					
RILEY, SHIRLEY JEAN 502 E COURT ST APT 208	12/22/1932	F		REP		X	6	055	07	PA	DL	OI	SS	CC					
ROBINSON, DANNY 1040 CEDAR BROOK RD	08/22/1956	M		REP		X	6	055	07	PA	DL	OI	SS	CC					
ROBINSON, KENNETH ALL 1051 BOND LN	10/26/1956	M		REP		X	6	055	07	PA	DL	OI	SS	CC					
ROBINSON, SUSAN D 1007 WILDCAT RD	08/08/1964	F		REP		X	6	055	07	PA	DL	OI	SS	CC					
ROTH, MARCIA MARY 254 E COURT ST	01/25/1940	F		REP		X	6	055	07	PA	DL	OI	SS	CC					
ROWDEN, DONNA SUE 509 S MAIN ST	03/18/1959	F		REP		X	6	055	07	PA	DL	OI	SS	CC					
RUCKER, WILLIAM PATRICK 1343B WILDCAT RD	04/22/1975	M		REP		X	6	055	07	PA	DL	OI	SS	CC					
						X				PA	DL	OI	SS	CC					

Form: SBPRE.FRM ID types: PA=Personal Acquaintance DL=Driver's License OI=Other Identification SS=Social Security card CC=Credit Card

RATL-RUCK

If a voter is listed on the Republican or Democrat Precinct Signature Rosters as "Non-partisan," she is not permitted to vote in her party's races. She will only be permitted to vote in Non-partisan races (e.g., judicial races, school board, and most city races).

- ★ A voter registered in any political group, political organization, or of independent status, designated as "Other" on the roster, is eligible to vote only in non-partisan races. "Non-partisan" will be printed in the voter's signature section on the Precinct Signature Rosters in the Primary Election. (If the voter believes this to be an error, please refer them to the County Clerk's Office.)

## SAMPLE

COUNTY: 037 FRANKLIN  
Precinct: D103 PEAKS MILL

### Precinct Roster Commonwealth of Kentucky - State Board of Elections

PRIMARY ELECTION

Page: 30  
Date: 05/16/2006

Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	Cong: Hs Sen			ID Type					Clerk Init.	
						Town	Other		FILL in ONE box ONLY						
MANLEY, ANITA CAROL 3641 UNION RIDGE RD	08/09/1973	F	[Barcode]	OTH	*NONPARTISAN *****ANITA CAROL MANLEY*****	X	6	056	07	PA	DL	OI	SS	CC	
MARTIN, BOBBYE KAY 2 JUSTICE LN	12/02/1947	F	[Barcode]	OTH	*NONPARTISAN *****BOBBYE KAY MARTIN*****	X	6	056	07	PA	DL	OI	SS	CC	
MURPHY, JEFFREY E 1094 UNION RIDGE RD	02/18/1977	M	[Barcode]	OTH	*NONPARTISAN *****JEFFREY E MURPHY*****	X	6	056	07	PA	DL	OI	SS	CC	
NOEL, STEPHEN B 780 PEAKS MILL RD	08/28/1963	M	[Barcode]	OTH	*NONPARTISAN *****STEPHEN B NOEL*****	X	6	056	07	PA	DL	OI	SS	CC	
PATTERSON, JENNIFER ELIZAB 1204 SHARP RD	05/24/1980	F	[Barcode]	OTH	*NONPARTISAN *****JENNIFER ELIZAB PATTERSON*****	X	6	056	07	PA	DL	OI	SS	CC	
REID, EDWARD PAUL 2727 STEADMANTOWN LN	06/09/1980	M	[Barcode]	OTH	*NONPARTISAN *****EDWARD PAUL REID*****	X	6	056	07	PA	DL	OI	SS	CC	
REID, JOHN THOMAS 2727 STEADMANTOWN LN	03/12/1945	M	[Barcode]	OTH	*NONPARTISAN *****JOHN THOMAS REID*****	X	6	056	07	PA	DL	OI	SS	CC	
RICHARDSON, DAVID LEE BOX 475 UNION RIDGE RD	02/24/1976	M	[Barcode]	OTH	*NONPARTISAN *****DAVID LEE RICHARDSON*****	X	6	056	07	PA	DL	OI	SS	CC	
RICKETTS, ROBERT A 1151 UNION RIDGE RD	09/05/1974	M	[Barcode]	OTH	*NONPARTISAN *****ROBERT A RICKETTS*****	X	6	056	07	PA	DL	OI	SS	CC	
TAYLOR, ELIZABETH MARY 335 HOLT LN	06/04/1950	F	[Barcode]	OTH	*NONPARTISAN *****ELIZABETH MARY TAYLOR*****	X	6	056	07	PA	DL	OI	SS	CC	
TERON, KENNETH S 3071 SULPHUR LICK RD	05/04/1971	M	[Barcode]	OTH	*NONPARTISAN *****KENNETH S TERON*****	X	6	056	07	PA	DL	OI	SS	CC	
						X				PA	DL	OI	SS	CC	
						X				PA	DL	OI	SS	CC	

Form: SBEPRE.FRM

ID types: PA=Personal Acquaintance DL=Driver's License OI=Other Identification SS=Social Security card CC=Credit Card

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# IDENTIFICATION OF VOTERS



Before a voter signs the **Precinct Signature Roster** or **Supplemental Precinct Signature Roster (SBE 25)**, a Precinct Election Officer must confirm a voter's identity and address. That Precinct Election Officer must *completely* fill in the oval designating the proper code as the means of identification of the voter and enter that officer's initials in the "Clerk Initials" column of the **Precinct Signature Roster** or **Supplemental Signature Roster**. (See page 12 and chart below).

VOTERS MAY CONFIRM THEIR IDENTITY BY MEANS OF		PRECINCT SIGNATURE ROSTER CODE
1.	Personal Acquaintance with an election officer	PA
2.	Driver's License (does not have to be a Kentucky issued DL)	DL
3.	Any IDENTIFICATION CARD with picture and signature of voter ("Other ID")	OI
4.	Social Security Card	SS
5.	Credit Card	CC

**DO NOT ALLOW** the voter to sign the **Precinct Signature Roster** before producing identification.

- If a voter's name is on the Precinct Signature Roster but he does not have a source of identification, the voter may leave to get identification and then return to vote.
- If he does not produce identification, **Do Not Allow** him to sign the **Oath of Voter (SBE 32)** or the **Supplemental Precinct Signature Roster (SBE 25)** and **Do Not Allow** him to vote on the voting machine.
- If the voter refuses to get his ID, his only option is to request a hearing before the County Board of Elections.

**\*\* IMPORTANT \*\***

**If there is a long line at the voting booth, DO NOT permit a voter to sign the Precinct Signature Roster while he waits. Once the voter signs the Precinct Signature Roster and leaves the polling place because the voter does not want to wait, he CANNOT return to vote at a later time.**



## VOTER'S NAME IS NOT ON YOUR PRECINCT SIGNATURE ROSTER

- ★ Look on the **Supplemental Signature Roster (SBE 25)** found in the **Precinct Signature Roster** book. If the voter's name is listed, let the voter sign on the signature line and vote.
- ★ If a voter's name is not on the **Precinct Signature Roster** or **Supplemental Precinct Signature Roster (SBE 25)**, you should do the following:
  - 9 Check the voter's address to determine if the voter lives in your precinct. If not in your precinct, call the County Clerk for the location of his correct precinct or review maps and precinct materials provided by the County Clerk. Do not turn voter away from the precinct until you have contacted the County Clerk's Officer.
  - 9 If the voter's address puts him in your precinct and the voter's name is not on the **Precinct Signature Roster** or the **Supplemental Precinct Signature Roster (SBE 25)**:
    - **CONTACT THE COUNTY CLERK'S OFFICE TO VERIFY THAT HE IS ALLOWED TO VOTE.** If allowed to vote, the voter must:
      1. Complete an **Oath of Voter (SBE 32)** to confirm his address. **The voter should be informed that the Oath of Voter (SBE 32) form will be turned over to the Commonwealth's Attorney for investigation;**
      2. **Complete a new voter registration card; and**
      3. Sign the **Supplemental Precinct Signature Roster (SBE 25)** and be permitted to vote.
    - If not registered, inform the voter that he is not registered. Instruct the voter that he must immediately request a hearing before the County Board of Elections to determine the voter's eligibility.
- ★ Make sure that all voters sign the **Precinct Signature Roster** or **Supplemental Signature Roster (SBE 25)** and present identification. **INK ONLY**. **Do not use pencil or markers.**

### **REMINDER:**

Even though you may remember the voter from past elections, no person may vote in your precinct **unless**:

- ☒ the voter's name is on the Precinct or Supplemental Signature Rosters;
- ☒ the voter lives in your precinct and completes the required forms;
- ☒ the County Board of Elections instructs you to allow the person to vote; or
- ☒ you call the State Board of Elections Voter Verification System to verify that the voter is registered. (Refer to page 37.)

# GUIDE TO COMPLETING THE OATH OF VOTER (SBE 32) FORM

SBE 32(11/05)	COMMONWEALTH OF KENTUCKY STATE BOARD OF ELECTIONS <h2 style="margin: 0;">OATH OF VOTER</h2>				
<p>When a voter has moved to a new precinct within the same county and is not listed on the current precinct roster, when the officers of an election disagree as to the qualifications of a voter, or when a voter's right to vote is disputed by a challenger, the voter shall sign the following oath as to his qualifications before he is permitted to vote.</p>					
<p>I, _____, hereby state, under oath, that I am duly registered as  <small>(Name: Please Print)</small></p>					
<p>a _____ voter in this precinct in _____ County,  <small>(Political Party Preference) (County)</small></p>					
<p>Kentucky and that I currently reside at _____. My previous address  <small>(Current Residence Street Address and Zip Code)</small>          was _____ in this county. I know of no legal disqualifications which should  <small>(Previous Residence Street Address and Zip Code)</small>          prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.</p>					
<p>I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Oath and am not a registered voter at the current address stated above, I have committed a criminal act.</p>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Voter must sign here</td> <td style="width: 25%; border-bottom: 1px solid black;">Date of Birth</td> <td style="width: 25%; border-bottom: 1px solid black;">Social Security Number</td> <td style="width: 25%; border-bottom: 1px solid black;">Date</td> </tr> </table> <p style="text-align: center; margin-top: 0;"><b>This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation.</b></p>		Voter must sign here	Date of Birth	Social Security Number	Date
Voter must sign here	Date of Birth	Social Security Number	Date		
<p>Reason for Requiring Oath _____ Precinct Name or No. _____</p>					
<p>Signature of Precinct Election Officer or Challenger _____</p>					

Once you have followed the procedures listed on page 16 and the County Board of Elections has instructed you to allow the voter to complete the Oath of Voter (SBE 32) card and vote at the precinct, please remember the following:

1. Make sure the voter completes **ALL** sections of the Oath of Voter card.
2. Make sure that you provide the reason for the **Oath of Voter (SBE 32)** in the "Reason for Requiring Oath" section at the bottom of the card. **Ask the County Clerk's office for the reason if unsure.** Some possible reasons include:
  - Not on roster because voter's address has changed
  - Not on roster because voter is "Inactive"
  - Not on roster because voter was improperly removed from voter registration rolls
3. Use the newest version of the Oath of Voter Form, SBE 32 (11/05). If the Oath of Voter card supplied to you is not blue, please contact your County Clerk's office.
4. Do not use the **Oath of Voter (SBE 32)** to allow someone with no identification to vote. If he or she does not want to leave the polling place to get his identification, he or she must request a hearing before the County Board of Elections.

5. Do not use the **Oath of Voter (SBE 32)** for a person who has never been a registered voter. These people are required to register before the books close, 29 days before Election Day.

See a completed example **Oath of Voter form (SBE 32)** on page 41.



## VOTER'S NAME IS DIFFERENT FROM NAME ON PRECINCT SIGNATURE ROSTER

If a voter shows identification which has a different last name than the one on your Precinct or Supplemental Signature Rosters, the voter should complete a new voter registration card reflecting the name change and be permitted to vote. DO NOT TURN THESE VOTERS AWAY FROM THE PRECINCT.

In many instances, a female voter who has recently changed her name due to marriage or divorce updates her name on her Driver's License, but will fail to update her voter registration record. The voter is eligible to vote and should sign the precinct signature roster and cast her ballot.

After the election, the County Clerk will update this voter's registration information.

## VOTER DOES NOT RESIDE IN YOUR PRECINCT OR ADDRESS HAS CHANGED

- ★ If the voter gives you an address other than the one shown on the Precinct Signature Roster **and**
- ★ If it is in a different precinct within your county,
  - 9 Then, that voter **MUST VOTE IN THE PRECINCT IN WHICH HE LIVES**. If not in your precinct, call the County Clerk for the location of his correct precinct or review the maps and precinct materials provided by the County Clerk.
- ★ If the voter gives you an address other than the one shown on the roster which is in another county **and**
- ❖ The voter moved **AFTER APRIL 18, 2011** (the last day to register to vote), the voter is permitted to vote one time only in your precinct, which is the voter's ***old*** precinct. The voter should be given a Voter Registration Card to complete and mail to the County Clerk in the voter's *new* county {KRS 116.025(5)}.

**OR**

- ❖ The voter moved **BEFORE APRIL 19, 2011** (the day the voter registration books closed), the voter is **NOT** permitted to vote in his or her old county or new county {KRS 116.025(6)}. Please instruct the voter to update his or her voter registration by completing a voter registration card so that he or she will be eligible to vote in the next election.

## VOTER NEEDS ASSISTANCE IN VOTING

A voter with disabilities has two options at the polling place:

- The voter may vote without assistance on the accessible voting machine and does not need to fill out the Voter Assistance Form (SBE 31). Your County Clerk will give you detailed instructions on operating the accessible devices for the voting machine.

OR

- The voter may have voter assistance, fill out the **Voter Assistance Form (SBE 31)**, and vote on any voting machine. (Please refer to the instructions below).

### A VOTER MAY HAVE ASSISTANCE BECAUSE OF

1. Blindness (this does not include those voters who forgot to wear their glasses or contacts)
2. Physical disability
3. Inability to read English (due to illiteracy)

### WHO MAY ASSIST THE VOTER?

1. Any person of the voter's choice except:
  - the voter's employer or agent of that employer; or
  - an officer or agent of the voter's union.
2. A voter, who does not bring someone to assist him or her at the polls or does not wish to choose someone to assist the voter, shall be assisted by **both** election judges at the same time.

### PENALTY FOR FAILURE TO VOTE OPERATE VOTING MACHINE PER VOTER'S INSTRUCTIONS

The person assisting a voter shall affirm under oath that he or she will operate the voting machine in accordance with the directions of the voter requiring assistance. If the person assisting the voter does not vote the ballot in accordance with the voter's directions, the person may be subject to criminal penalties. See KRS 116.165, 117.255, 117.365, 117.995 and 119.155.

## WHAT IS THE PROPER PROCEDURE TO VOTE WITH ASSISTANCE?

- The voter must complete the **Voter Assistance Form (SBE 31)** completely, including the reason for assistance, and must sign his or her name, unless approved for permanent assistance. (Permanent assistance will have two asterisks [**\*\***] in the “assist” column on the **Precinct Signature Roster**.) (See page 43).
- **Even if the voter has two asterisks, the voter has the option to vote on the accessible voting machine without voting assistance.**
- The person who assists the voter must complete the portion of the **Voter Assistance Form (SBE 31)**, which is an oath declaring that the assistor will operate the machine as directed by the voter. A Precinct Election Officer must sign the oath.

**AS PART OF THE POST-ELECTION REPORTS REQUIRED BY KENTUCKY LAW, ALL VOTER ASSISTANCE FORMS WILL BE TURNED OVER TO THE GRAND JURY.**



## APPLICATION FOR PERMANENT ASSISTANCE TO VOTE

There is a portion of the **Voter Assistance Form (SBE 31)** where the voter may request that the County Board of Elections certify that the voter needs permanent assistance due to blindness or physical disability. If the County Board of Elections approves the voter's request, the voter will have permanent certification relieving **ONLY the VOTER** from the responsibility of signing the Voter Assistance form. Thereafter, the **Precinct Signature Roster** will have two asterisks [**\*\***] in the “assist” column on the **Precinct Signature Roster** so designating the voter.

**Even if a voter is certified for permanent assistance, the person assisting the voter and the precinct clerk must complete and sign their portion of the Oath on the Voter Assistance Form.** (See page 39).

Violations of the laws regarding Assistance to Vote should be reported to the County Board of Elections immediately and be noted on the **Precinct Election Sheriff's Post-Election Report (SBE 53)**. (See page 46).

# **DISABILITY AWARENESS GUIDANCE**

## **Provided by the Kentucky Disabilities Coalition**

The Americans with Disabilities Act of 1990 gave individuals the right to participate in all programs and activities of state and local governments. The Help America Vote Act of 2002 also assures individuals with disabilities access to polling places and gives them the ability to access voting machines and enables them to cast their votes independently and privately.

The following are tips to enable you to be more effective and feel comfortable when interacting with individuals with disabilities.

### **GENERAL TIPS**

An individual with a disability is an individual who may do things differently than a person with no disability. He or she may have a visible disability, however some are not visible. An individual with a disability wants to be considered and responded to as an individual, so in this document we will refer to an individual with a disability as "he or she" and not "they."

- ❖ Handicap is an old English word meaning cap in hand, thus the word "handicap" or "handicapped" is an insult to most individuals with a disability. Other words to avoid are crippled, victim, sufferer, invalid, frail and confined.
- ❖ Use person first language such as "an individual with a disability" not "a disabled person."
- ❖ Before assisting an individual with a disability, ask him or her if you may assist and how you may be of assistance. Allow him to tell you how you can be of assistance.
- ❖ Always be sensitive about physical touching, as some individuals with disabilities use their arms for balance. DO NOT grab an individual with disabilities, even if your intentions are good, as this might throw them off balance.
- ❖ Think before you speak and always speak directly to the individual with the disability.
- ❖ Do not make assumptions. The individual with a disability knows best what type of accommodations he or she needs. Respect the person's needs.
- ❖ Respond graciously to the person and converse with them just as you would to anyone else.

### **REMEMBER**

- 1. Relax;**
- 2. Be patient;**
- 3. Treat individuals with dignity, respect and courtesy;**
- 4. Listen to each individual; and**
- 5. Offer assistance, but do not be offended if it is not accepted.**

### **TIPS WHEN YOU TALK TO A PERSON WITH A VISUAL LOSS**

- ❖ When you are acting as a guide for an individual with a visual loss, offer your arm allowing her to take your arm just above the elbow and walk at a natural gait, maintaining one step ahead.
- ❖ When walking an individual with blindness to a chair, walk to the side of the chair, take his hand from your arm and place it on the back of the chair.

- ❖ When approaching an individual with visual loss, announce and identify yourself.
- ❖ Do not assume that all individuals with visual loss read Braille. Some may use large print and others use tape or computer disk to access printed material.
- ❖ Speak directly to individuals with visual loss and not to others who may be accompanying them. Speak in a natural voice—do not shout. He or she may not be able to see, but it does not mean they cannot hear.
- ❖ Inform individuals with visual loss when you are exiting the room or leaving their presence.
- ❖ Do not leave individuals with blindness standing in the middle of the room or open space.
- ❖ Assist individuals with visual loss to the accessible voting machine and provide them with ear phones. Ask if he or she needs assistance entering the pin number and then exit the voting area.

## **TIPS FOR TALKING WITH PEOPLE WHO ARE DEAF OR HARD OF HEARING**

The following tips will allow a person with hearing loss to effectively use what hearing he or she has and use visual cues to receive as much information as possible. People with a hearing loss often rely on visual cues for information. Some people have difficulty knowing where a sound is originating. Others hear sounds but may not be able to recognize the words that were spoken. All of these tips are easy to do, but may require a conscious effort on the part of the hearing person.

- ❖ Do not place the voter's registration table in front of a window or light source.
- ❖ Make sure you have the person's attention before speaking.
- ❖ Stand a normal distance from the person.
- ❖ Do not cover your mouth or have anything in your mouth when you are speaking.
- ❖ Look directly at the person you are speaking to and maintain eye contact.
- ❖ Speak clearly and slowly.
- ❖ Repeat your statement, if necessary or re-phrase it if the person is unable to hear the words spoken.
- ❖ Use shorter, simpler sentences, if necessary.
- ❖ Do not shout.
- ❖ Use gestures, facial expression and body language to assist with communication.
- ❖ Be patient and take time to communicate.
- ❖ Use dry erase boards to write instructions or questions to clarify if communication is difficult.
- ❖ Remember that just because a person can hear your voice, does not mean he or she can understand your words.
- ❖ When writing back and forth, keep word choices simple and sentences short. If the person understands you well, and uses more complex sentences and vocabulary, you may do the same. Take your cue from the person.
- ❖ When using an interpreter speak directly to the deaf person. When the interpreter verbalizes what the deaf person signed, look at the deaf person, not the interpreter. Avoid saying "tell him or her." Speak slowly and clearly.

## **TIPS WHEN TALKING TO SOMEONE USING A WHEELCHAIR**

- ❖ Face the person directly and on the same level, whenever possible.



- ❖ Individuals with disabilities who use wheelchairs may have different disabilities with varying abilities such as being able to use their hands and arms, getting up out of the wheelchair and walking short distances, to only being able to move their head.
- ❖ Sit down or step back from an individual using a wheelchair so you will be at eye level.
- ❖ Remember that a wheelchair or other mobility device is part of his space.
- ❖ Do not lean over an individual in a wheelchair to shake another person's hand.
- ❖ Don't touch or push a person's wheelchair—it is part of the person's personal space.
- ❖ Keep floors as dry as possible.
- ❖ Allow space for wheelchair turning.
- ❖ Keep walkways free of waste baskets, plants, chairs or other objects which could block the path of travel.
- ❖ Be aware of his or her reach range and place paper to be signed in a location which would enable the person to write comfortably.
- ❖ Do not inadvertently move a walker, cane or other mobility device out of their range or reach.
- ❖ When you greet an individual without hands who uses prosthetic hooks, extend your right hand to shake their hand.
- ❖ Signs directing individuals to the accessible parking entrance and walkway to the voting area must be provided.
- ❖ Avoid using mats at all, but if necessary, mats at entrances are to be no higher than ½ inch above the floor. Be careful that mats do not bunch up.

### **TIPS WHEN TALKING TO A PERSON WITH A SPEECH DISABILITY**

- ❖ Do not interrupt or finish a statement of a person with a speech problem.
- ❖ If you do not understand, ask the person to repeat what he or she said. Repeat for verification if you are not sure you understand.
- ❖ You may need to ask them to write on the dry erase boards anything you were unable to understand.
- ❖ Keep the environment as quiet as possible.
- ❖ Act and talk naturally.

### **TIPS WHEN YOU TALK TO A PERSON WITH A BRAIN INJURY OR COGNITIVE DISABILITY**

- ❖ Give verbal instructions and demonstrate the use of the voting machine when necessary.
- ❖ A person with a brain injury may act impatient—be calm and patient.
- ❖ Be prepared to repeat what you say, orally or in writing.
- ❖ Offer assistance completing forms or interpreting written instructions and provide extra time for decision making.
- ❖ Wait for the individual to accept the assistance offer. Do not “over-assist” or be patronizing.

### **TIPS ON TALKING WITH INDIVIDUALS WITH LIMITED OR NO USE OF THEIR HANDS**

- ❖ Offer a large pen at the voter's registration table.
- ❖ Adaptive devices may need to be added to accessible voting machines to enable individuals to vote.

## VOTER NEEDS INSTRUCTION ON USE OF THE VOTING MACHINE

One election officer from each party should be present when a voter is instructed on the use of the voting machine. In your instructions, **CAREFULLY AVOID** any comment that might be considered favorable to any party, candidate, public question, or constitutional amendment.

Officers have two (2) ways in which to instruct the voter:

★ **On the Sample Ballot or Wall Sheet, if the voter so requests:**

- 9 You can instruct voter on where to find public questions or Constitutional Amendments.
- 9 You can point out to the voter all the races in which the voter is eligible to vote.
- 9 In primary elections, you can show the voter the races in which he is eligible to vote by virtue of his party affiliation.

★ **On the Voting Machine, if the voter so requests:**

- 9 Explain to the voter that a visual or verbal indicator will designate the offices and questions the voter is eligible to vote for on the electronic voting machines.
- 9 The voter can be visually or verbally instructed on how to vote for a straight party ticket and individual candidate voting.
- 9 The voter can be visually or verbally instructed as to the location of the "Vote" button to record his vote.
- 9 **Make sure YOU know how to use the accessible devices for the voting machine.**

### **!! IMPORTANT!!**

**Do NOT enter the voting machine privacy area after the voter has entered the voting machine privacy area and avoid hovering after providing instructions to the voter.**

## VOTER'S RIGHT TO VOTE IS CHALLENGED

Any Precinct Election Officer or properly certified Challenger may "challenge" or dispute the qualifications of a voter. When the Precinct Election Officer asks to see the credentials, the official Challenger must present his written appointment. **An official Challenger must be trained by the County Board of Elections.** Without credentials, the Challenger may not question any voter's right to vote or remain in the polling place except to cast his own vote.

If a Voter's Qualifications are Questioned or Challenged:

- ★ The Precinct Election Officer should advise the voter of the reason for the challenge.
- ★ If the voter states that his qualifications are in order:
  - The voter should be advised that he or she may sign an **Oath of Voter form (SBE 32)** and that completing it will allow him or her to vote.
  - **The voter should be informed that the completed Oath of Voter (SBE 32) will be turned over to the Commonwealth's Attorney for investigation.**
  - The voter should then complete and sign the **Oath of Voter (SBE 32)** and vote.
  - **The Challenger shall not talk directly to the voter. (Please contact the County Clerk if the challenger persists in this activity).**

**ALL INFORMATION ON THE "OATH OF VOTER" MUST BE COMPLETED IN FULL  
BEFORE THE VOTER IS ALLOWED TO VOTE  
(See pages 17-18)**

**REMINDER: The Oath of Voter (SBE 32) may be used in TWO instances:**

1. One to three of the Precinct Election Officer(s) or a certified challenger disputes the qualifications or address of the voter.
2. Confirmation of registration and address when voter is not listed on **Precinct Signature Roster** or **Supplemental Signature Roster**.

If all four Precinct Election Officers challenge for cause a voter's right to vote, then the voter **MAY NOT VOTE** on the voting machine at the precinct.

***A voter who is challenged by all four Precinct Election Officers and is prohibited from voting on the machine may immediately request a hearing from the County Board of Elections.***

- ★ The person questioning the voter's qualifications (whether a Precinct Election Officer or a certified Challenger) must complete and sign the bottom portion of the **Oath of Voter (SBE 32)**, stating the reason for the challenge.

# CHALLENGERS

## Challenger Do's

- ★ Challengers must produce written appointment to Precinct Election Officers on demand.
- ★ Challengers may question the eligibility of a voter to vote at the polls. Some reasons used by a Challenger to dispute a voter are listed below:
  - 9 Is not a duly registered voter in the precinct;
  - 9 Is not a resident of the precinct;
  - 9 Is a convicted felon who has not had his or her civil rights restored; or
  - 9 Is not the person he or she claims to be.
- ★ If the Challenger attempts to challenge a person's right to vote, the challenger must explain his or her challenge **only** to the Precinct Election Officer, **not** to the voter.
  - 9 The challenged voter will then need to sign an **Oath of Voter (SBE 32)** before being allowed to follow the normal procedures for voting.
  - 9 The Challenger will sign the bottom portion of the **Oath of Voter (SBE 32)** and state his or her reason for challenging the voter's right to vote in that precinct.
- ★ Challengers are the only persons permitted to have a check-off list in the form of paper, cell phones, picture phones, computers, or any other electronic device to record the identity of a voter within the voting room.
- ★ Challengers are entitled to stay in the Voting Room or at the entrance during all hours during Election Day.
- ★ Challengers may come and go from the voting room throughout the day.

## Challenger SHALL NOT:

- ★ Electioneer or campaign on behalf of any candidate, issue or political party;
- ★ Handle election materials (except the signing of the **Oath of Voter (SBE 32)** for challenged voters);
- ★ Attempt to intimidate or harass, verbally or otherwise, any voter who is being challenged or any Precinct Election Officer;
- ★ Behave in any manner to disrupt activities at the polling place; or
- ★ Attempt to interfere with the proper conduct of the election.

A Precinct Election Officer may order the challenger to leave the precinct after one warning if he or she violates any of the items on this page. A challenger who is ordered from the polling site shall be prohibited from serving as a challenger in any precinct in any election for a period of five (5) years.

## VOTER'S NAME IS ON THE LIST OF VOTERS ISSUED ABSENTEE BALLOTS

At the beginning of the day, examine your **Precinct Signature Rosters** to determine if those persons who have applied for **Absentee Ballots** have been identified. If this has not been done, you should take your **LIST OF VOTERS ISSUED ABSENTEE BALLOTS (SBE 33A)** (See page 42) and compare it to your **Precinct Signature Roster**, indicating **ABSENTEE VOTER** in the signature space on the roster by the name of any voter listed and mark an ID type.

If a voter has an "absentee" stamp on the **Precinct Signature Roster** or is listed on the **List of Voters Issued Absentee Ballots (SBE 33A)**, contact the County Clerk before turning the voter away from the precinct.

*No person **who has applied** for an Absentee Ballot may vote in person at the polling place on Election Day, **unless** the Precinct Election Officers receive one of the following:*

- ★ An **"Authorization to Vote at Precinct" (SBE 26)**;
- ★ A court order; or
- ★ Verbal authorization from the County Clerk if the voter is military, his dependent, or an overseas citizen.

## WHO MAY OBSERVE THE VOTE COUNT IN THE PRECINCT

Once the polls close, the following persons may be permitted to witness the vote count in each precinct:

1. In primaries, each candidate, slate of candidates, or group of candidates may designate a representative to the County Board of Elections to witness and check the vote count;

***and/or***

2. Designated members of the news media authorized by the County Board of Elections.

## PERSONS ALLOWED IN THE VOTING ROOM

Kentucky law is very specific about who may be in the Voting Room during the hours the polls are open for voting. The **ONLY** persons who may legally be in the Voting Room are:

- ✓ Precinct Election Officers;
- ✓ Voters;
- ✓ Anyone assisting a voter;
- ✓ Voting machine technicians allowed by the County Board of Elections;
- ✓ A minor child may accompany the voter into a voting booth or other private area provided for casting a vote, at the voter's discretion;
- ✓ Duly appointed Challengers who have presented ***their written appointment*** **AND** whose names appear on the list of Challengers trained by the County Board of Elections;
- ✓ Law Enforcement officers – either local, state or federal;
- ✓ County Clerk and deputy county clerk;
- ✓ Members of the news media - for the limited purpose of filming the voting process. The media **MAY NOT** conduct interviews with voters inside the voting room, record the identity of voters, or disrupt the voting process. **If the news media appear, immediately contact the County Clerk's office;** and
- ✓ Authorized representatives conducting mock elections for school children.



During the hours the polls are open, unless they are in the Voting Room to cast their own votes or assist a voter, the following **MAY NOT BE IN THE VOTING ROOM:**

1. Candidates and/or their family members;
2. Campaign workers – either for a candidate or for a question on the ballot;
3. Exit pollers;
4. General “onlookers” or “well-wishers”; **and/or**
5. Political parties, political organizations, or political groups who are not duly appointed Challengers or any other individuals not listed in the section above.

The **Precinct Sheriff** should require the persons listed above to leave the voting room. If they fail to leave when requested or if persistent violations occur, these violations should be reported to the County Clerk. **ALL** violations should be noted on the **Precinct Sheriff's Post-Election Report (SBE 53)**.

## ELECTIONEERING

**NO ONE** on Election Day is permitted to do any electioneering within 300 feet of the unlocked entrance that is used by voters to a building in which a voting machine is located, **EXCEPT** a voter may have a bumper sticker (measuring between 14 in. X 5 in.) affixed to his vehicle while parked within or passing through a distance of 300 feet of any polling place on the day of any election for a reasonable amount of time in which to vote.

DO NOT TURN ANY ELIGIBLE, REGISTERED VOTER AWAY FROM THE POLLS BEFORE GIVING THE VOTER A CHANCE TO CAST A BALLOT. If the precinct election officer believes a voter has violated the electioneering ban, please contact the county clerk's office and note such violation on the Precinct Sheriff's Post-Election Report.

A Precinct Election Officer **SHOULD NOT** take matters into his or her own hands by entering private property to remove electioneering materials. If a Precinct Election Officer witnesses **ANY** irregular activity on Election Day, the County Clerk and local law enforcement should be contacted immediately. All irregularities should be reported to the Precinct Sheriff to be noted on the **Precinct Sheriff's Post-Election Report (SBE 53)**.

## EXIT POLLING

Kentucky statutes allow exit polling on Election Day. Exit pollers do not have to register or have credentials, and there is no limit as to a distance they must keep from the polls. However, exit pollers shall not be located within the Voting Room and are not allowed to disrupt the election process. Voters are not obligated to participate in the exit polling. ***Exit pollers may only talk to a voter as the voter leaves the polling place after the voter has already voted. If an exit poller is speaking with voters entering the precinct, immediately notify the County Clerk.***

## PROHIBITION AGAINST CHECK-OFF LISTS

No person allowed in the Voting Room, **including the Precinct Election Officers**, except Challengers, may use paper, telephones, personal communication devices, computers, or other information technology systems to create a check-off list or record the identity of voters except for the official use of the **Precinct Signature Roster or Supplemental Signature Roster** furnished by the State Board of Elections. However, the news media may use cameras for the limited purpose of filming the voting process, but may not record the identity of voters. (See page 29).

# ELECTIONS EMERGENCY CONTINGENCY PLAN

The Governor may reschedule an election due to a state of emergency. The election must be held within thirty-five (35) days from the date of the suspended or delayed election.

## **Procedures To Follow When An Election Is Rescheduled On Election Day**

### Suspend General Voting

The County Board of Elections will instruct the Precinct Election Officers

1. To secure all voting machines until the rescheduled election. The Precinct Election Officers must ensure all seals on the voting machines are intact prior to storage in a secure location;
2. To **NOT** close out or tally the votes;
3. To record the public counter number on the form furnished by the County Board of Elections and signed by all Present Precinct Election officers; and
4. To return all election materials to the County Board of Elections.

### Secure Voting Materials

All election materials must be secured in a locked storage container:

- Paper ballots
- Precinct Signature Rosters
- Supplemental Signature Rosters
- All related materials

The County Clerk will instruct Precinct Election Officers about the emergency procedures specific to your county and how to conduct a rescheduled election.



## **ELECTION CRIMES**

The following is a summary of election law violations as they relate to the County Clerk, the County Board of Elections, the Precinct Election Officers, and the general public.

These statutes are meant to reinforce the importance of maintaining security of the vote and integrity in the election process.

### RELATING TO COUNTY CLERKS:

- **117.995 (2)** states that any County Clerk or member of the County Board of Elections who fails to perform a duty listed in KRS Chapter 117, including furnishing applications for absentee ballots to persons other than those allowed, can be convicted of a **Class D felony**.
- **119.015** makes it a **Class D felony** for any County Clerk or deputy County Clerk to falsely register the name of any person, or permit any person to register knowing that the person is not entitled to register.
- **119.076** a clerk can be convicted of a **Class D felony** for failing to place a candidate's name on ballot.
- **119.115(3)** Any election official who, with intent to cause or permit any voting machine to fail to correctly register votes cast thereon, or who has knowledge of the fact that the machine is not in order, or not perfectly set and adjusted to correctly register all votes cast thereon, or removes, changes, or mutilates any ballot label on a voting machine shall be guilty of a **Class D felony**.
- **119.195(7)** Any County Clerk who knowingly and willfully opens any ballot box and removes any official ballot during the period the boxes are required to remain locked is guilty of a **Class D felony**

### RELATING TO THE COUNTY BOARD OF ELECTIONS:

- The members of a County Board of Elections that fails to provide the training to Precinct Election Officers required by **KRS 117.187(2)** shall be subject to removal by the State Board of Elections. **KRS 117.995(8)**.
- **119.225** members of the County Board of Elections can be convicted of a **Class A misdemeanor** for denying the right of inspectors designated under **KRS 117.275** and **117.315** to exercise free and full action in witnessing the count of the ballots, or interferes with the right of such an inspector to have a free and full opportunity to witness the count of the ballots.
- **119.245** any member of state or County Board of Elections who fails to perform their duties may be convicted of a **Class B misdemeanor**.

- **119.255** any person who intimidates an election officer or member of a board of elections shall be guilty of a Class D felony.
- **119.265** is a catchall statute that makes it a **Class B misdemeanor** for an election official to fail to perform any of the duties prescribed by election law.
- **119.307** requires the County Board of Elections to report those election officials who were inexcusably absent at the election.

#### RELATING TO PRECINCT ELECTION OFFICERS:

- **117.995** offers the following violations to Precinct Election Officers:
  - (1) Any person appointed to serve as an election officer who fails to serve who was not excused shall be ineligible to serve as an election officer for 5 years.
  - (3) Any officer fails to allow a qualified voter to cast his vote on the machine shall be guilty of a **Class A misdemeanor**.
  - (4) Any election officer who fails to enforce the prohibition against electioneering established by KRS 117.235, shall be guilty of a **Class A misdemeanor** for the first offense and a **Class D felony** for each subsequent offense.
- **119.145** any election officer who refuses to admit a duly appointed challenger who presents a certificate of appointment to perform his or her duties shall be fined not less than fifty dollars (\$50) nor more than five hundred dollars (\$500).
- **119.175** subjects an election officer to substantial fines for receiving an illegal vote or rejecting a legal vote.
- **119.185** any person who disobeys an election officer's command may be subjected to substantial fines.
- **119.195 Tampering with Ballot box:**
  - (4) Any election officer who in any way marks, mutilates, or defaces any official ballot or places any distinguishing mark thereon, for the purpose of vitiating the official ballot, is guilty of a **Class C felony**.
  - (6) Any election officer who mutilates or tampers with any of the seals is guilty of a **Class D felony**.
- **119.305** Election officers must give information of all infractions of the election laws to the grand jury, Commonwealth's attorney, Attorney General and the Registry of Election Finance and shall cooperate in any investigation or prosecution of election law violations.

#### RELATING TO ELECTION DAY:

- **117.995** offers the following violations relating to election day:
  - (5) Any person who signs a name other than his own on an application for an absentee ballot or any person who makes a false statement on an application for an absentee ballot shall be guilty of a **Class D felony**.

- (6) Any person who electioneers within 300 feet of a polling place or creates a check-off list of voters on election day, and after he or she has received one warning from either election officials or law enforcement and fails to discontinue the activity, will be guilty of a **Class A misdemeanor**.
- (7) Any person who knowingly and willfully fraudulently completes a voter assistance form shall be guilty of a **Class A misdemeanor** for the first offense and a **Class D felony** for each subsequent offense; unless he has been permanently certified as requiring voting assistance.
- **117.0865** Any person who aids another in completing an absentee ballot shall not solicit or encourage that person to vote for or against any candidate, party, or issue or be guilty of a **Class D felony**.
- **119.095** Any printer who knowingly prints the ballots except as prescribed by law or who provides the ballots other than to the County Clerk for whom the ballots are being printed, shall be guilty of a **Class C felony**.
- **119.105 Removal or destruction of election supplies or booths:**
- (1) Any person who steals or willfully destroys any of the election supplies shall be subjected to substantial fines and jail time.
- (2) Any person who, during an election, knowingly and willfully removes or defaces the cards printed for the instruction of the voters, or destroys or removes any booth provided for the election shall serve jail time.
- **119.115 Tampering with voting machine or election supplies:**
- (1) Any unauthorized person found in possession of any key to a voting machine shall be guilty of a **Class A misdemeanor**.
- (2) Any person who willfully tampers with, disarranges, defaces, impairs, injures, or destroys any ballot label, or destroys any such voting machine, or who shall, after such machine is locked and sealed in order to preserve the record of the vote, shall be guilty of a **Class D felony**.
- **119.125** any sheriff who fails to hold election or perform other election duties shall be subjected to substantial fines.
- **119.155 Interfering with election:**
- (1) Any person who unlawfully prevents or intimidates any voter so as to prevent him from casting his ballot, or who interferes with the election officers in the discharge of their duties shall be guilty of a **Class D felony**.
- (2) Any person who forcibly breaks up or prevents the holding of an election shall be guilty of a **Class A misdemeanor**.
- **119.165 False impersonation of a voter**
- (1) Any person who falsely impersonates a registered voter and votes is guilty of a **Class D felony**. Any attempt is a **Class A misdemeanor**.
- (2) Any person who votes at an election in this state when he is a resident of another state or votes more than once at an election is guilty of a **Class D felony**. Anyone who votes in the wrong precinct is guilty of a **Class A misdemeanor**, unless his

intent was to vote in a race he would not otherwise be allowed, then it is a **Class D felony**.

- (3) Anyone who votes before the lawful age or before he becoming a citizen shall be guilty of a **Class B misdemeanor**.
- (4) Any person who votes in a primary election knowing that he is not qualified as provided in **KRS 116.055**, shall be guilty of a violation.
- (5) Any person who applies for or receives a ballot at any voting place other than the one at which he is entitled to vote for any other reason is guilty of a **Class A misdemeanor**.

➤ **119.195 Removing or tampering with ballots.**

- (1) Any person who removes an official ballot from the election room shall be guilty of a **Class D felony**.
- (2) Any voter who knowingly attempts to leave the election room with an official ballot but is stopped by the Precinct Election Officers is guilty of a **Class A misdemeanor**.
- (3) Any person, who is not an election officer, who takes or removes any official ballot from any place where it may lawfully be is guilty of a **Class C felony**.
- (5) Any person who unlawfully destroys or obtains any official ballot box while the voting at any election is going on or before the official ballots are taken out and counted is guilty of a **Class D felony**.
- (8) Any person who alters the regular official ballots that have been counted and prepared for preservation is guilty of a **Class D felony**.
- (9) Any person who tampers with or changes the official ballots that have been sent to the courthouse in a contest of a constitutional amendment shall be guilty of a **Class D felony**.

➤ **119.205 Vote Buying and Petitions.**

- (1) Any one who pays another to vote for or against any candidate or public question is guilty of a **Class D felony**.
- (2) Any person who solicits to be paid for his vote is guilty of a **Class D felony**.
- (3) Any person who offers to pay or solicits to be paid to sign a petition is guilty of a **Class B misdemeanor**.

➤ **119.235** any person who willfully alters, obliterates, secretes, suppresses or destroys a stub book, return or certificate of election, and any officer who makes, aids in making or authorizes the making of any false or fraudulent stub book, certificate of election or election return, shall be guilty of a **Class D felony**.

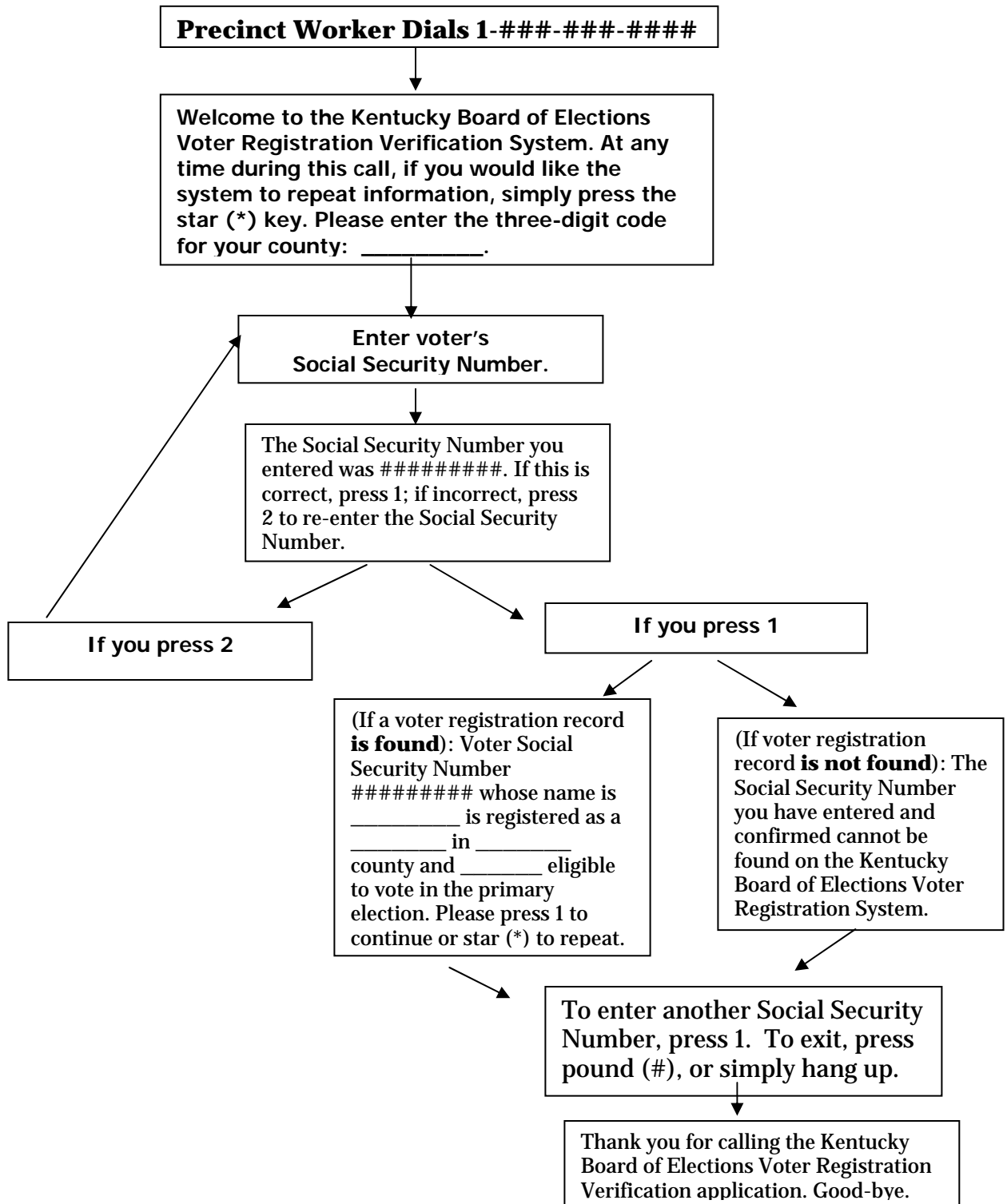
**SAMPLES OF  
ELECTION DAY FORMS**

**PAGES 36 – 48**

# MAY 17, 2011 PRIMARY ELECTION

## DO NOT POST IN THE PRECINCT FOR PRECINCT OFFICER USE ONLY

### Voter Registration Verification Interactive Voice Response System



If any prompt is not responded to within 5 seconds, the prompt will be repeated up to 3 times. If no touch-tone response is received by the system after the 3<sup>rd</sup> replay, the system disconnects.

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

# AUTHORIZATION TO VOTE AT PRECINCT

SAMPLE

TO THE ELECTION OFFICERS OF Capital D104 PRECINCT

This is to certify that a voter registration record is on file in the County Clerk's office for:

Name of Voter Sam Quick Social Security Number XXX-XX-XXXX  
Party Democrat Address 16 Oak St Apt #4

Please add this name to the Supplemental Precinct Roster with all information required and permit this person to sign the roster and vote.

COUNTY CLERK'S USE ONLY

- ☐ Improper Removal
- ☒ Wrong Precinct Code
- ☐ Failure to make proper change reported
- ☐ Absentee Ballot cancelled

Susan Allen  
Chairman, County Board of Elections or Authorized Agent

Franklin County

11-7-2006 Date

KRS 117.085(7)  
SBE 26 (4/00)

White - County Clerk  
Canary - Precinct

SAMPLE

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS

VOTER ASSISTANCE FORM

NOTE: A voter requiring assistance may be assisted by the two precinct judges or a person of the voter's choice who is not an election officer, except that the voter's employer, an agent of that employer, or an officer or agent of the voter's union shall not assist a voter.

NAME OF VOTER	James Doe	DATE OF BIRTH (MM/DD/YYYY)	04/13/1969
RESIDENTIAL ADDRESS	124 Cannon Rd		
SOCIAL SECURITY NUMBER	XXX-XX-XXXX	PRECINCT NAME OR NUMBER	A101
Check one:			
<input type="checkbox"/> Voter has been certified as requiring assistance on a permanent basis as indicated on precinct roster. The following oath must be signed <i>by the person assisting the voter</i> and be witnessed by the precinct clerk/officer.			
<input type="checkbox"/> Voter is NOT certified as requiring assistance on a permanent basis. <i>Both</i> of the following oaths must be completed and signed by the voter, the person assisting the voter, and be witnessed by the precinct clerk/officer.			

**OATH FOR VOTER NOT CERTIFIED AS REQUIRING ASSISTANCE ON A PERMANENT BASIS**

(Voter certified as requiring assistance on a permanent basis as indicated on precinct roster need not sign this oath section.)

I hereby state, under oath (or affirmation), that I am a qualified voter in the precinct indicated above, and that the reason I require assistance in voting is (check one): Blindness ☒ Physical disability Inability to read English

James Doe  
Signature or "mark" of voter

Witness (two witnesses required if "mark" is used)

Witness (two witnesses required if "mark" is used)

**OATH FOR PERSON ASSISTING VOTER**

**(THIS PORTION MUST BE COMPLETED BY THE PERSON ASSISTING THE VOTER  
BEFORE ANY VOTER CAN RECEIVE ASSISTANCE)**

I hereby state, under oath (or affirmation), that I will operate the voting machine in accordance with the directions of the voter requiring assistance. I further state that I am not the voter's employer, an agent of that employer, or an officer or agent of that voter's union.

Name of person assisting voter (PLEASE PRINT)	Signature of person assisting voter
Jane Doe	Jane Doe

**APPLICATION REQUEST FOR PERMANENT ASSISTANCE**

Voter who requires assistance on a permanent basis due to Blindness or Physical disability hereby applies for certification for permanent assistance.

**SECTION TO BE COMPLETED BY PRECINCT ELECTION OFFICER**

The parties hereto have subscribed and sworn (or affirmed) these Oaths before me this 7 day of November, 2006.

Barbara Smith  
Signature of Precinct Election Officer

KRS 116.165 Provides that "any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to penalties therefor."

KRS 117.255  
KRS 117.365  
KRS 117.995

SBE 31 (02/06)

WHITE: Grand Jury  
CANARY: County Clerk  
PINK: County Board of Elections



TO BE SIGNED BY VOTERS QUALIFIED TO VOTE BUT NOT ON PRECINCT ROSTER

037

D104

[illegible]

CC = Credit Card

SBE 32 (11/05)

COMMONWEALTH OF KENTUCKY  
STATE BOARD OF ELECTIONS**SAMPLE****OATH OF VOTER**

When a voter has moved to a new precinct within the same county and is not listed on the current precinct roster, when the officers of an election disagree as to the qualifications of a voter, or when a voter's right to vote is disputed by a challenger, the voter shall sign the following oath as to his qualifications before he is permitted to vote.

I, Janet Jones, hereby state, under oath, that I am duly registered as  
(Name: Please Print)  
a Republican voter in this precinct in Franklin County,  
(Political Party Preference) (County)

Kentucky and that I currently reside at 123 Woods Circle 40601. My previous address  
(Current Residence Street Address and Zip Code)  
was 240 Creek Street 40601 in this county. I know of no legal disqualifications which should  
(Previous Residence Street Address and Zip Code)

prevent my vote from being cast and counted at this election and I affirm that I have not voted and will not vote in another precinct or by absentee ballot in this state during this election.

I understand that any person who falsely signs and verifies any form requiring verification shall be guilty of perjury and subject to the penalties therefore. I further understand that if I execute the Oath and am not a registered voter at the current address stated above, I have committed a criminal act.

Janet Jones 01/14/1969 XXX-XX-XXXX 11/7/2006  
Voter must sign here Date of Birth Social Security Number Date  
This Oath shall be returned to the County Clerk who shall deliver it to the Commonwealth's Attorney for investigation.

Reason for Requiring Oath Address Change Precinct Name or No. A101

Signature of Precinct Election Officer or Challenger Rene Smith

**Do Not Use the Oath of Voter (SBE 32) to allow someone with no identification to vote. These individuals may request a hearing before the County Board of Elections if they do not want to leave the polling place to get their identification.**

Possible reasons for requiring the Oath of Vote (SBE 32) are:

- Voter's address has changed
- Voter's name has changed
- Voter not on roster because he is "Inactive"
- Voter was improperly removed from voter rolls

County	Election (Primary or General)	Date of Election	Precinct Code
Franklin	Primary	5/18/2010	A101

(Include medical emergencies in first three columns as applicable.)

NAME OF VOTER	DATE FIRST BALLOT MAILED OR ISSUED	DATE SECOND BALLOT MAILED OR ISSUED	DATE BALLOT RETURNED	<i><u>OR</u></i> DATE VOTER VOTED IN CLERK OFFICE
James Doe	04/15/2010		4/29/2010	
Carrie Johnson				5/03/2010
Earl Meadows	04/17/2010	5/03/2010	5/16/2010	
Stacy Strung	04/30/2010		Cancelled	
<b>Total Number</b>				

County Clerk Guy Zeigler

White – Grand Jury  
Canary – Precinct  
Pink – State Board of Elections  
Goldenrod – County Clerk

County: 003 ANDERSON  
Precinct: A101 EAST LAWRENCEBURG

Precinct Roster  
Commonwealth of Kentucky - State Board of Elections

PRIMARY ELECTION

Page: 64  
Date: 05/28/2002

Voter's Name and Address	Birth Date	Sex	Voter's ID Number	Party	Voter's Signature	ID Type			Chk			
						Cong	HS	Sen				
						Town	Other	FILL in ONE box ONLY				
RATLIFF, LINDY LOUISE 1356 VERSAILLES RD	08/22/1978	F		REP		X	6 055 07	PA	DL	01	SS	CC
REDDEN, SHANNON ERIC 112 1/2 A S MAIN STREET	08/03/1972	M		REP		X	6 055 07	PA	DL	01	SS	CC
RICE, TABATHA JUNE 308 E COURT ST	07/18/1983	F		REP		X	6 055 07	PA	DL	01	SS	CC
RICHARDSON, BONNIE L. 242 E COURT ST	04/08/1963	F		REP	*NONPARTISAN	X	6 055 07	PA	DL	01	SS	CC
RICHARDSON, DAVID WAYNE 1141 WILDCAT RD	08/28/1973	M		REP		X	6 055 07	PA	DL	01	SS	CC
RILEY, SHIRLEY JEAN 502 E COURT ST APT 208	12/22/1932	F		REP		X	6 055 07	PA	DL	01	SS	CC
ROBINSON, DANNY 1040 CEDAR BROOK RD	08/22/1956	M		REP		X	6 055 07	PA	DL	01	SS	CC
ROBINSON, KENNETH ALL 1051 BOND LN	10/26/1956	M		REP		X	6 055 07	PA	DL	01	SS	CC
ROBINSON, SUSAN D 1007 WILDCAT RD	08/08/1964	F		REP		X	6 055 07	PA	DL	01	SS	CC
ROTH, MARCIA MARY 254 E COURT ST	01/25/1940	F		REP		X	6 055 07	PA	DL	01	SS	CC
ROWDEN, DONNA SUE 509 S MAIN ST	03/18/1959	F		REP		X	6 055 07	PA	DL	01	SS	CC
RUCKER, WILLIAM PATRICK 1343B WILDCAT RD	04/22/1975	M		REP		X	6 055 07	PA	DL	01	SS	CC
						X		PA	DL	01	SS	CC

Form: SBEPNEFM

ID Types: PA=Personal Acquaintance DL=Driver's License OI=Other Identification SS=Social Security card CC=Credit Card

RATL-RUCK

County: 056 JEFFERSON  
Precinct: M153 PRECINCT 153 42 DISTRICT

*Precinct Roster  
Commonwealth of Kentucky – State Board of Elections*

PRIMARY ELECTION

Page: 2  
Date: 05/27/2005

[illegible]

Form: SBEPRE.FRM

ID types: PA=Personal Acquaintance DL=Driver's License OI=Other Identification SS=Social Security card CC=Credit Card

CC=Credit Card

SBE 01 (01/03)

You MUST answer questions A & B before completing this form.

5041503

A. Are you a citizen of the United States of America?

☐ YES ☐ NO

If you checked "no" in response to either of these questions, do not complete this form.

B. Will you be 18 years of age on or before election day?

☐ YES ☐ NO

Check one:

☐ New Registration

☐ Address Change

PRECINCT CODE

PRECINCT NAME

TOWN

OTHER CODE

☐ Party Change

☐ Name Change

Social Security Number

Date of Birth (M-D-Y)

County (where you live)

Work Phone

Home Phone

☐ Female ☐ Male

Last Name

First Name

Middle Name

Suffix (circle one)  
Jr. Sr. II III IV

Address where you live (do not give PO address):

Apt. #

City

Zip Code

Address where you get your mail (if different from above):

Party Registration—check one box

☐ Democratic Party

☐ Republican Party

☐ Other (write name above)

If you select "Other" as your party affiliation, you are eligible to vote for only nonpartisan offices in any primary election. You may vote for any candidate in all general or special elections. Only persons timely registered shall have the right to vote.

NOTE: You may change your political party affiliation at any time on or before December 31<sup>st</sup> to remain eligible to vote in the following primary election.

☒ Signature

Date

Witnessed By:

TWO WITNESSES REQUIRED IF "MARK" IS USED

Witnessed By:

WARNING: If you sign this statement even though you know it is untrue, you can be convicted and fined up to \$500 and/or jailed up to 12 months.

Voter Declaration—read and sign below

I swear or affirm that:

- I am a U.S. citizen
- I live in Kentucky at the address listed above
- I will be at least 18 years of age on or before the next general election
- I am not a convicted felon, or if I have been convicted of a felony, my civil rights must have been restored by executive pardon
- I have not been judged "mentally incompetent" in a court of law
- I do not claim the right to vote anywhere outside Kentucky



SAMPLE

## PRECINCT SHERIFF'S POST-ELECTION REPORT

**KRS 117.355(1)** Within three (3) days after any primary or general election, the precinct election sheriff shall file a report with the chairman of the county board of elections and with the local grand jury. The report shall include any irregularities observed and any recommendations for improving the election process.

County	ANY
Date Of Election	11-6-2007
Precinct	A101 - FRANKLIN ELEMENTARY
Name Of Precinct Election Sheriff (Please Print)	PETER PARKER

**IRREGULARITIES OBSERVED:** (If you observed any irregularities, describe in your own words with as many details as possible, including names of alleged violators of election laws. Reported violations should include, but not be limited to violations of KRS 117.255 relating to assisting voters and execution of the voter assistance forms, adjusting the voting machine in primary elections to enable the voter to vote for only persons for whom the voter is entitled to vote, voting more than once, and voting supplemental paper ballots. Violations of KRS 117.235 relating to electioneering must also be reported. If more space is required, attach additional sheets as necessary. If no violations are observed, so indicate.)

JOHN DOE WAS OBSERVED HANDING OUT CAMPAIGN LITERATURE WHILE WAITING IN LINE TO VOTE. I INFORMED MR. DOE THAT HIS ACTIONS WERE NOT PERMITTED AND WAS A FORM OF ELECTIONEERING. HE APPOLOGIZED AND STOPPED HIS ACTIONS IMMEDIATELY. NO OTHER PROBLEMS OR VIOLATIONS OBSERVED.

**RECOMMENDATIONS FOR IMPROVING THE ELECTION PROCESS:** (Describe recommendations in your own words. If more space if required, attach additional sheets as necessary.)

NO RECOMMENDATIONS AT THIS TIME.

11-6-2007

Date Signed

Peter Parker

Signature of Precinct Election Sheriff

KRS 117.255  
KRS 117.355

SBE 53 (4/00)

White - Grand Jury  
Canary - County Board of Elections  
Pink - Precinct Election Sheriff

# SAMPLE

(Your county may have a different version of this form. This form is merely provided for illustration purposes only. The State Board of Elections makes no assurance as to the validity or legal sufficiency of this document pursuant to 31 KAR 2:010.)

## PRECINCT BALLOT ACCOUNTABILITY STATEMENT

COUNTY	DATE OF ELECTION	PRECINCT NAME	PRECINCT CODE #

	FACE 1	FACE 2	FACE 3	FACE 4	FACE 5	FACE 6	FACE 7
<b>QTY. PADS ISSUED</b>							
<b>STARTING NO.</b>							
<b>ENDING NO.</b> (THE NUMBER OF THE NEXT BALLOT YOU WOULD HAVE GIVEN OUT)							
<b>SPOILED BALLOT COUNT AREA</b>  EXAMPLE: <i>11</i>							
<b>TOTAL BALLOTS USED</b>							

REASON FOR DISCREPANCIES: \_\_\_\_\_

NOTES: \_\_\_\_\_

We, the undersigned, do hereby certify that the above information is accurate and complete.

Precinct Clerk \_\_\_\_\_ Precinct Sheriff \_\_\_\_\_

Precinct Judge \_\_\_\_\_ Precinct Judge \_\_\_\_\_

County Clerk \_\_\_\_\_



# SAMPLE

(Your county may have a different version of this form. This form is merely provided for illustration purposes only. The State Board of Elections makes no assurance as to the validity or legal sufficiency of this document pursuant to 31 KAR 2:020.)

This form must be completed and returned to the COUNTY CLERK.

## eSCAN VERIFICATION FORM

### ELECTION JUDGES TO VERIFY INFORMATION BEFORE OPENING POLLS

Judges' Initials

Precinct name: \_\_\_\_\_

eScan Serial Number: \_\_\_\_\_

eScan Seal Number: \_\_\_\_\_

Yellow Seal Number: \_\_\_\_\_

Blue Seal Number: \_\_\_\_\_

PVT Count - Start: \_\_\_\_\_

Red Ballot Bag Lock Seal: \_\_\_\_\_

Signed \_\_\_\_\_  
Program Administrator who sealed eScan

### ELECTION JUDGES TO COMPLETE WHEN CLOSING POLLS

Print three (3) paper tapes and have all four officers sign the tapes. Two (2) tapes are to be returned to the County Clerk in the Result Tape Envelope and the third to be posted at the precinct.

eScan Protective Counter Number (PVT Count) \_\_\_\_\_

Signed \_\_\_\_\_  
Democratic Judge

Signed \_\_\_\_\_  
Republican Judge

## ACCURACY TEST CHECKLIST

Firmware Version Identification 4.3.1, 4.2.13, 1.3.14 Polling ID Number \_\_\_\_\_

☐ Visual inspection of eScan as well as all working parts checking for damage and defects.

☐ Visual inspection of screen, power cord, plugs, and MBB card slot.

Accuracy Test was performed: ☐ On voting system ☐ On individual voting machine

☐ Completion of errorless test deck

Name of Person completing Accuracy Checklist

Signature of Person Completing Accuracy Checklist

Date and Time \_\_\_\_\_

\_\_\_\_\_  
Harp Representative

# PRECINCT ELECTION OFFICERS REVIEW

## ANSWER TRUE OR FALSE TO EACH OF THESE STATEMENTS

- \_\_\_\_\_ 1. All precincts must close at 6 PM, unless there are voters waiting in line at 6 PM to vote.
- \_\_\_\_\_ 2. If a voter registered in the county is not on the precinct signature roster in your precinct but has recently moved to your precinct, he must vote at his old precinct.
- \_\_\_\_\_ 3. Campaign workers may not witness the vote count after the polls have closed.
- \_\_\_\_\_ 4. Voters who have been approved for permanent voter assistance do not have to sign the precinct signature roster and can only use the accessible voting machine.
- \_\_\_\_\_ 5. Only a person whose name appears on the precinct signature roster may vote in your precinct.
- \_\_\_\_\_ 6. Spouses are not permitted to accompany each other into the voting booth without first qualifying for voter assistance and completing the "Voter Assistance" form (SBE 31).
- \_\_\_\_\_ 7. Members of the news media may not conduct interviews with voters inside the voting room.
- \_\_\_\_\_ 8. If a minor goes into the voting booth with a voter and accidentally casts the ballot on the voting machine, the judges should reset the machine and permit the voter to vote again.
- \_\_\_\_\_ 9. All voters are allowed only two minutes to vote if other voters are in line waiting to vote.
- \_\_\_\_\_ 10. A candidate may assist a voter in the voting booth if that voter qualifies for assistance.

- \_\_\_\_\_ 11. Even if one of the Precinct Election Officers knows a voter, each voter must confirm his or her current address.
- \_\_\_\_\_ 12. A voter who has been challenged by an election officer or challenger can vote after completing an "Oath of Voter" form (SBE 32) and by signing the precinct signature roster.
- \_\_\_\_\_ 13. Any voter who has applied for an absentee ballot may not vote in person at the polling place on election day.
- \_\_\_\_\_ 14. If a voter is not known by one of the Precinct Election Officers and does not present a type of ID at the polls, he is not allowed to vote on the voting machine.
- \_\_\_\_\_ 15. Only the two precinct judges are required to be able to set up a voting machine at the beginning of the election day.
- \_\_\_\_\_ 16. Persons assisting voters who have been approved for permanent voting assistance still need to sign the Voter Assistance form (SBE 31).
- \_\_\_\_\_ 17. The voter with a visual impairment or voter with a disability must vote on the voting machine specifically designed to accommodate the voter with disabilities.
- \_\_\_\_\_ 18. No one allowed in the voting room may use paper, telephone or a computer to create a check-off list or record the identity of voters.
- \_\_\_\_\_ 19. The voting machine should be placed where the precinct officers can see the ballot screen at all times.
- \_\_\_\_\_ 20. A voter can use a Tennessee driver's license as her form of identification at the polls.

## **ANSWERS TO THE PRECINCT ELECTION OFFICERS REVIEW**

- TRUE**     1.     **All precincts must close at 6 PM, unless there are voters waiting in line at 6 PM to vote.**

At 6 PM, the sheriff shall stand at the end of the line of those voters who arrived by 6 PM and that voter shall be the last voter permitted to vote. The precinct sheriff shall wait in line with the last voter until he has voted. Any voters who arrive after the last voter in line at 6 PM shall not be permitted to vote. When the last voter in line by 6 PM has voted, the polls shall then be closed. (See page 6).

- FALSE**     2.     **If a voter registered in the county is not on the precinct signature roster in your precinct but has recently moved to your precinct, he must vote at his old precinct.**

All voters must vote in the precinct in which they live even if they are not listed on the precinct signature roster or supplemental precinct signature roster. If a voter is not listed on the precinct signature roster or supplemental precinct signature roster but is registered and lives in your precinct, he can vote after completing an "Oath of Voter" form (SBE 32), a new voter registration card and by signing the supplemental precinct signature roster. A voter who moved to another county after the registration books close may return to his old precinct and vote in this one election. (See pages 17-19). A voter who moved to another county before the registration books closed may not vote in either county for that election.

- FALSE**     3.     **Campaign workers may not witness the vote count after the polls have closed.**

As long as the campaign worker is considered a representative of the candidate, she may observe the vote count. The media and representatives of candidates may observe the closing of the precinct. General onlookers or well-wishers may not observe the closing of the voting machine at the end of the day. (See page 29).

- FALSE**     4.     **Voters who have been approved for permanent voter assistance do not have to sign the precinct signature roster and can only use the accessible voting machine.**

Voters who have been approved for permanent voting assistance do not have to sign the "Voter Assistance" form (SBE 31) or list the reason assistance is needed. However, ALL voters who vote must sign the precinct signature roster or supplemental precinct signature roster and

can use any voting machine of their choice whether or not they have been approved for permanent assistance. (See page 20-21).

- FALSE** 5. **Only a person whose name appears on the precinct signature roster may vote in your precinct.**

There are many reasons that may result in a qualified voter's name being omitted from the voter rolls. If a person's name does not appear on the Precinct Signature Roster, please follow the procedures listed on pages 16-19.

- TRUE** 6. **Spouses are not permitted to accompany each other into the voting booth without first qualifying for voter assistance and completing the "Voter Assistance" form (SBE 31).**

The only person(s) that may enter the voting booth with a voter is the person(s) assisting a voter who qualifies for voting assistance and a minor child at the voter's discretion. (See page 21 and page 29).

- TRUE** 7. **Members of the news media may not conduct interviews with voters inside the voting room.**

Members of the media may conduct interviews outside the door of the voting room as long as they do not interfere with the election process. They may not conduct interviews inside the room where the voting machine is located. They may film the voting process in the room where the voting machine is located as long as they do not record the identity of voters or interfere with the election process. (See page 29).

- FALSE** 8. **If a minor goes into the voting booth with a voter and accidentally casts the ballot on the voting machine, the judges should reset the machine and permit the voter to vote again.**

Once the vote is cast, the voter cannot vote again. A voter may cast only ONE vote. Voters who take minor children into the voting booth with them should be warned of this situation. (See page 29).

- FALSE** 9. **All voters are allowed only two minutes to vote if other voters are in line waiting to vote.**

A voter may spend only two minutes in the voting booth **if** other voters are waiting in line to use the voting machine, *except* that those voters who because of a disability request to use an accessibility device must be given a reasonable amount of time to cast their ballot on any machine {KRS 117.255(7)}. (See page 3).

**TRUE**     10. **A candidate may assist a voter in the voting booth if that voter qualifies for assistance.**

Voters may be assisted by any person of his choice, including a candidate, *except* the voter's employer, an agent of that employer, or an officer or agent of the voter's labor union. If a voter does not bring someone with him or he does not choose someone at the polls to assist him, then the two precinct election judges may assist the voter. (See page 21 and 29).

**TRUE**     11. **Even if one of the Precinct Election Officers knows a voter, each voter must confirm his or her current address.**

The precinct election clerk should always verify the current address of a voter, even if one of the Precinct Election Officers knows that voter personally. It is possible that the identifying officer is unaware that the voter moved or that the address has been updated due to 911 address system upgrades. (See page 15).

**TRUE**     12. **A voter who has been challenged by an election officer or challenger can vote after completing an "Oath of Voter" form (SBE 32) and by signing the precinct signature roster.**

A voter who has been challenged by an election officer or challenger must complete an "Oath of Voter" form (SBE 32) before he will be permitted to vote on the voting machine. After the form has been completed, the voter must sign the precinct signature roster or supplemental precinct signature roster. (See page 26). If all four Precinct Election Officers challenge the voter, the voter may only vote a provisional ballot or request a hearing before the County Board of Elections.

**FALSE**     13. **ANY voter who has applied for an absentee ballot may not vote in person at the polling place on election day.**

No person who has applied for an absentee ballot may vote in person at the polling place on election day *unless* such voter presents the Precinct Election Officers with:

- An "Authorization to Vote at Precinct" (SBE 26)
- A court order; or
- A verbal authorization from the County Clerk if the voter is military, his dependent, or an overseas citizen. (See page 28).

- TRUE** 14. **If a voter is not known by one of the Precinct Election Officers and does not present a type of ID at the polls, he is not allowed to vote on the voting machine.**

Before a person is allowed to vote on the voting machine in the precinct, a voter must always show identification unless he is known by one of the Precinct Election Officers. The voter is permitted to leave the polling place to get his ID *if he has not already signed the precinct signature roster*. However, if the voter refuses to get his ID, he can request a hearing before the County Board of Elections. (See page 15).

- FALSE** 15. **Only the two precinct judges are required to be able to set up a voting machine at the beginning of the election day.**

All officers need to be able to open a voting machine in case one or both judges are late or absent. Not understanding this could prevent the precinct from opening on time. (See page 2).

- TRUE** 16. **Persons assisting voters who have been approved for permanent voting assistance still need to sign the Voter Assistance form (SBE 31).**

If the voter chooses to use the non-accessible voting machine and requires assistance, the person assisting the voter must sign the Voter Assistance form (SBE 31). If the voter chooses to use the accessible machine, there is no need for assistance. (See page 20-21).

- FALSE** 17. **The voter with a visual impairment or voter with a disability must vote on the voting machine specifically designed to accommodate the voter with disabilities.**

The voter with a visual impairment or voter with a disability may vote on the regular voting machine and request assistance, if she so chooses. (See page 20-21).

- FALSE** 18. **No one allowed in the voting room may use paper, telephone or a computer to create a check-off list or record the identity of voters.**

No election officer, voter, or other person permitted by law within the voting room, *except* for challengers, can use paper, telephone, a personal telecommunications device, or a computer or other information technology system for the purpose of creating a check-off list or otherwise recording the identity of voters within the voting room, except for the official use of the precinct signature roster. (See page 30).

**FALSE** 19. The voting machine should be placed where the precinct officers can see the ballot screen at all times.

Each voting machine's exterior should be in plain view of the Precinct Election Officers and voters in line at all times to maintain security of the voting machine. However, make certain that voting equipment is set up to maintain a voter's privacy while casting a ballot. Therefore, the ballot screen should not be in plain view of the Precinct Election Officers or other voters waiting in line when the voter casts a ballot. (See page 8).

**TRUE** 20. A voter can use a Tennessee driver's license as her form of identification at the polls.

A voter may present a driver's license from Kentucky or any other state as his or her form of identification as long as the identity of the voter can be confirmed from the identification provided. (See page 15).



## NOTES

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